

(CLASSIFICATION)

Executive Registry

62-7123

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. 47-59

Date 27 September 1962

TO : [REDACTED]
SUBJECT : Appointment Lists

REFERENCE:

In order that the Director, DDCI and myself can be kept fully informed of appointments and requests for appointments with the DCI and DDCI, it is suggested that [REDACTED] in preparing the daily list of appointments, also indicate any requests for appointments on which preparatory work by the Agency might be required. I would also suggest that [REDACTED] ask [REDACTED] to prepare a daily list of appointments of the DDCI for my information and also for [REDACTED] and do the same thing as indicated above concerning requests for appointments. In this way I think we can tie together the work of the staff much better and do the necessary anticipatory work.

[REDACTED]
Lyman B. Kirkpatrick
Executive Director

Copy to each addressee

SUSPENSE DATE:

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